pinkpayroll

Payroll Tax Deadline Checklist

PAYROLL TAXES DON'T WAIT. NEITHER SHOULD YOU.

1 Confirm your federal deposit schedule ☐

Know whether your business is a monthly or semiweekly depositor. Find your deposit schedule here: IRS Employment Tax Due Dates.

2 Check upcoming federal tax deposit dates ☐

Make sure federal income tax, Social Security, and Medicare deposits are scheduled on time.

3 Check your state payroll tax due dates ☐

State tax payments and filings may follow different schedules than federal taxes.

4 Track quarterly filing deadlines ☐

Make sure required federal and state quarterly payroll returns are filed on time. Typically, this is the last day of the month following a quarter: April 30, July 31, October 31, and January 31.

5 Reconcile payroll before filing ☐

Verify wages and taxes on your payroll reports match what was deposited and will be reported.

6 Watch for banking holidays and weekends ☐

They can affect payroll processing and tax payment dates.

7 Keep tax account information current ☐

Confirm agency account numbers, deposit frequencies, and filing requirements haven't changed.

8 Verify tax payments were accepted ☐

Confirm scheduled payroll tax payments were successfully processed and weren't rejected or returned.

THE PAYOFF:

Fewer missed deadlines, fewer tax surprises, and a smoother payroll process.

Contact us at pinkpayroll.com/quote to get started or get more info